

## SPECIAL EVENT PERMIT APPLICATION - PUBLIC

*Applications with the associated fee should be submitted a minimum of 30-45 days prior to the proposed event date for events that do not exchange money/charge fees and 90 days in advance for events that charge fees/exchange money OR whose attendance exceeds 1,000+. Applications not received within this time frame may not be granted approval.*

*NOTE: This application DOES NOT constitute a valid permit until approved by the Special Events Committee.*

**\$100.00 Non-Refundable Application Fee** ☐ Yes \_\_\_\_\_ No: ☐ Sandy School or Church ☐ Sandy Neighborhood Residential Event

**\$ 50.00 Tent Inspection Fee** (Required for tent area 400 sq ft+) ☐ No ☐ Yes \_\_\_\_\_ Attach rental co contract with canopy specifications.

*Sandy City intends that citizen requests for Special Events be accommodated if they do not jeopardize the safety of citizens, unnecessarily restrict the operation of Sandy City, or impede traffic. Any activity that includes Sandy parks or green space fall under the jurisdiction of the Sandy Parks and Rec Dept. 801.568.2900 and require a separate permit application. Events held on private property are subject to review via Ray Lindenburg, Planning Dept. 801.568.7269. Additional fees may be assessed at the discretion of Sandy for events requesting or requiring City service support.*

Today's Date \_\_\_\_\_

Date of Event \_\_\_\_\_ to \_\_\_\_\_

Event Location: \_\_\_\_\_

Time of Event(s): \_\_\_\_\_ a.m. \_\_\_\_\_ p.m. to \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.

Event Address: \_\_\_\_\_

Type of Event: \_\_\_\_\_

**Applicant Information** (Individual responsible must be available to sign the completed permit once approved. Personal information for applicant required as well as group affiliation..)

Name: \_\_\_\_\_ Cell Phone \_\_\_\_\_

Organization: \_\_\_\_\_ Affiliation/Title \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_ Email \_\_\_\_\_

**Please complete all the following questions thoroughly. Attach a separate sheet(s) if necessary:**

**Anticipated Attendees** \_\_\_\_\_ (500+ May be subject to Mass Gathering Permit with the Salt Lake Valley Health Department)

Will food be served? ☐ Yes ☐ No If so, what kind? \_\_\_\_\_

Explain food preparation: \_\_\_\_\_

Will beverages be served? ☐ Yes ☐ No If so, what kind? \_\_\_\_\_

Will projectiles be involved? ☐ Yes ☐ No If so, what kind? \_\_\_\_\_

Special lighting? ☐ Yes ☐ No If so, what kind? \_\_\_\_\_

Will you use tents/canopies? ☐ Yes ☐ No If so, how many? # \_\_\_\_\_ Dimensions \_\_\_\_\_ x \_\_\_\_\_, # \_\_\_\_\_ Dimensions \_\_\_\_\_ x \_\_\_\_\_

Amplification or sound use? ☐ Yes ☐ No Describe: \_\_\_\_\_

Will money be exchanged? ☐ Yes ☐ No Describe: \_\_\_\_\_

Parking accommodations : \_\_\_\_\_

City services requested? ☐ Yes ☐ No If "yes" explain request: (i.e. police escort, fire truck, EMT, etc Subject to Department availability and/or approval.) \_\_\_\_\_

If EMT's are requested, how many? \_\_\_\_\_ On event site location? ☐ Yes ☐ No Explain \_\_\_\_\_

Street Closure Requested? ☐ Yes ☐ No Points of Closure: \_\_\_\_\_

Misc: \_\_\_\_\_

**Map required is attached as indicated below:** ☐ Yes ☐ No **Event timeline attached:** ☐ Yes ☐ No

*Please depict on map: proposed road closures, tent sites, food areas, water stations, start/finish lines, road closures, table placement, etc.,*

*The map must render a legible and clear site and/or route plan of the entire event with activity times for review.*

*Sandy City will review the request for a Special Event to ensure that your rights and the rights of others can be maintained.*

*Upon review, there may be conditions of approval attached to this permit. You must comply with any and all conditions to conduct this event.*

**Indemnification/Liability** -Event participants shall indemnify, defend and hold harmless the City, its officers, agents, employees and volunteers from all damages, costs or expenses in law or equity, including attorneys fees, that may at any time arise out of or result from the event in damages to property, bodily injury or personal injury except to the extent these damages or injuries are caused by the sole negligence of the City.

**Insurance** - Event applicant agrees to carry insurance which shall be the primary insurer as required on the Special Event Permit Insurance Requirements. Acceptable proof of such insurance shall be provided to the City prior to the City granting full approval of this application and issuing a Special Event Permit.

*Your signature below verifies that you agree to these terms.*

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Official use only

Submit completed application with the associated fee via email to [asnyder@sandy.utah.gov](mailto:asnyder@sandy.utah.gov)  
Or in person to Angela Snyder/Code Enforcement & Event Tech 10000 Centennial Parkway, Suite #210 Phone 801-568-7254





# SPECIAL EVENT PERMIT

## Application Instructions & Processing Requirements

At the discretion of Sandy Risk Management, an applicant for a Special Event Permit may be asked to possess or obtain special event commercial general liability insurance. The policy must protect Sandy City Corporation, the applicant, and anyone directly or indirectly employed by either of them. The insurance must provide coverage for premises operations, acts of independent contractors, and completed operations during the event time period. The event time period includes the date(s) of the set up, scheduled event, take down and clean-up operations. The coverage must be indicated on the certificate of insurance as "Special Event" coverage in the "Description of Operations" or the insurance company must supply the City with the original insurance policy evidencing the "Special Event" coverage.

Evidence of the required insurance must be provided to Sandy City no less than fourteen (14) days before the event set up date. The event permit may be cancelled if the City does not receive such evidence by that deadline. It is the applicant's responsibility to see that their insurance company/agent receives the proper instructions and forwards the proper evidence of insurance to the City by the deadline.

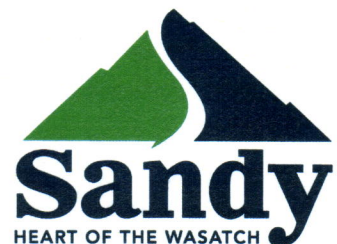
### INSURANCE REQUIREMENTS:

- 1. Minimum coverage of \$2,000,000 per occurrence with a \$3,000,000 general aggregate.**  
If governmental immunity limits are subsequently altered by legislation or judicial opinion, the applicant must provide a new certificate of insurance within 30 days after being notified thereof in writing by the City, certifying coverage in compliance with the modified limits or, if no new limits are specified, in an amount acceptable to the City.
- 2. The insurance must be issued by an insurance company licensed to do business in the State of Utah and either:**  
(a) currently rated A- and a rating of IX or better by A.M. Best Company; or (b) listed in the United State Treasury Department's current "Listing of Approved Sureties" (Department Circular 570), as amended.
- 3. The policy or endorsement must name as an additional insured Sandy City Corporation, its officers, employees, agents, and as required, any other public entity involved in the event. The event applicant's insurance shall be the primary insurance. The date and title of the event must be clearly stated on the certificate of insurance.**
- 4. If any work for the event is subcontracted to a separate company, the applicant must require the subcontractor to provide special event general liability insurance, with the City as an additional insured, in the required amounts.**
- 5. The certificate and policy must provide that coverage shall not be cancelled or modified without providing 30 days prior written notice.** (10 days in the case of failure to pay premiums) to the City in a manner approved by the City Attorney.

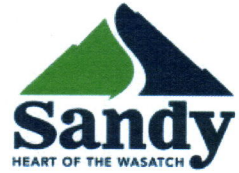
### Special Event Permits

Sandy Community Development  
10000 Centennial Parkway, #210  
Sandy, UT 84070

Angela Snyder - Technician  
Phone: 801-568-7254  
Fax: 801-568-7278  
E-mail: [asnyder@sandy.utah.gov](mailto:asnyder@sandy.utah.gov)



**SANDY CITY BUILDING DEPARTMENT**  
*Non-Refundable Application Fee for Special Event Permits*  
**\*\* Due Upon Submission \*\***



CREDIT CARD: MasterCard   Visa   Discover   American Express

CREDIT CARD #: \_\_\_\_\_

SECURITY CODE \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

BILLING ZIP CODE \_\_\_\_\_

NAME ON CARD \_\_\_\_\_

AUTHORIZED USER NAME (If different) \_\_\_\_\_

*This signature authorizes Sandy City to charge the credit card above a one time, non-refundable \$100.00 event application fee.*

SIGNATURE OF AUTHORIZED USER \_\_\_\_\_

DATE \_\_\_\_\_

Questions regarding fee or payments over the phone may be directed to  
Angela Snyder, Public Special Event Tech at 801.568.7254